



Quaker Earthcare Witness is seeking a Media & Publications Coordinator. We are seeking a visual storyteller and strategist who can transform our digital and print presence into a catalyst for Spirit-led movement. This remote position combines creative media strategy with practical publications management and campaign support.

## About Us

Quaker Earthcare Witness is a 501(c)(3) nonprofit, lifting up ecological integrity and environmental justice within the Society of Friends, and collaborating with like-minded groups as a Quaker public voice for Earthcare.

## Position Summary and Key Responsibilities

We are seeking a Coordinator who understands that effective communication is the bridge between concern and action. Our vision for this role is to move beyond simply sharing information; we want to inspire our network to engage deeply with Earthcare as a core spiritual practice. We are looking for someone who can manage the technical nuts and bolts of a website while creating visual content that makes our witness accessible and compelling. This person will be passionate about Earthcare and social justice, and will use their design and digital skills to grow our work.

The Media & Publications Coordinator has four main responsibilities:

- **Digital Media Strategy:** Design and manage content for all digital channels, including the website, social media, and regular email announcements.
- **Publications & Website Management:** Serve as the editor for the quarterly newsletter, *BeFriending Creation*, act as primary support for website maintenance and track engagement data.
- **Campaign Support:** Develop communications plans and lead publication development for our QuakerEarth Campaign and future campaigns.
- **Fundraising Support:** Collaborate with staff to create and design annual appeals, coordinate logistics for mail appeals, and support online fundraising campaigns.

## Qualities

- **Spirit-Led:** Familiarity with the Religious Society of Friends and commitment to Quaker values and decision-making processes. Commitment to anti-racism, environmental justice, and Earthcare.
- **Self-Motivated and Collaborative:** Able to work independently in a remote setting while remaining deeply collaborative with our small and energetic team.
- **Creative Storyteller:** Demonstrated ability to translate complex concepts into compelling narratives.
- **Adaptable:** Able to manage multiple projects simultaneously.

## Preferred Experience

- **Social Media:** Proven experience creating engaging media content, fluency on Facebook, Instagram, YouTube, and social media management tools.
- **Visual Design:** Proficiency in Adobe Creative Suite (specifically InDesign and Premiere) and Canva.
- **Data and CRMs:** Practical experience with Customer Relationship Management platforms, with a preference for CiviCRM.
- **Web Maintenance:** Strong experience managing the back-end of WordPress, specifically using the Divi theme
- **Writing/Editing:** Strong writing and editing skills, preferably with a background in environmental or faith-based concepts.
- **Interdisciplinary Skills (Bonus):** Familiarity with ArcGIS, community organizing, or nonviolent direct action campaigns.

## Compensation & Logistics

**Salary:** \$45,000 - \$50,000 based on experience.

**Hours:** 30 hours per week, ideally during traditional hours with some flexibility for evenings and weekends.

**Location:** This is a remote position. Applicants may work from anywhere in the United States. Our current staff are primarily located in Pacific Time.

**Benefits:** \$300 monthly stipend for health insurance and generous paid time off.

## To Apply

**We will begin reviewing applications on April 6th, applications will continued to be accepted on a rolling basis until the position is filled. Position to begin May 4th.**

[Click here to send your resume, cover letter indicating your interest in the job, a writing sample, a graphic design sample, and three references as a PDF.](#)

*Quaker Earthcare Witness is an equal opportunity employer and welcomes staff and volunteers from diverse backgrounds. All qualified applicants will be considered without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.*

## Detailed Job Description

The Media & Publications Coordinator will take responsibility for these areas:

### Digital Media Strategy

- Lead the design and distribution of QEW's voice across all platforms in collaboration with the Publications and Outreach committees.
- Coordinate all social media posting, monitoring, and responses. This includes creating videos and visual assets in Canva and/or InDesign.

### Publications & Website Management

- Serve as editor and lead designer for our quarterly newsletter, managing the solicitation of content, layout in InDesign, and both online and print distribution.
- Coordinate regular email updates/news/announcements to QEW network, including the Monthly Engagement Calendar.
- Track and report on website analytics and social media metrics.
- Manage printing and mailing needs: fulfill orders for publications, donor appeals, quarterly newsletter, and other print correspondence.

### Campaign Support

- Coordinate the communications strategy for the QuakerEarth Campaign.
- Act as a resource for Yearly and Monthly Meetings (possibly including a Meeting in your own community), helping them implement Earthcare strategies and navigate QEW resources.
- Represent QEW at select in-person events, including staff retreats, Steering Committee meetings, and Yearly Meeting annual sessions.
- Assist with online presentations and workshops, including registration, promotion, and technical Zoom hosting during events.

### Fundraising Support

- Partner with staff to design the annual appeal and other fundraising assets.
- Support online fundraising through crowdfunding and social media, and assist in preparing visual or data-driven components for grant applications.

### Other

- Attend Publications and Outreach Committee meetings, quarterly CCC meetings, and twice-yearly Steering Committee meetings (Typically, one in-person and one Zoom meeting).

The Media & Publications Coordinator will work under the overall supervision of the General Secretary. Staff will often work independently, though there are crucial areas where collaboration and close connection is required.

*This job description is a guide and may evolve with the organization's needs. You may be asked to perform related duties as assigned. We encourage a culture of open communication; if you are ever unsure of expectations or how to complete a task, please consult the General Secretary or the Personnel Committee for guidance.*